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**Wibsey Primary School**

Volunteer Policy

## **Rationale**

At Wibsey Primary School, we recognise and value the effort taken by parents/carers and other volunteers who contribute towards our school. It is our aim to involve parents in their children’s education and to develop and maintain links within our local community.

In order to enrich the lives of children at Wibsey Primary School and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents and volunteers from the community and acknowledge that many school activities and processes would be at risk if it were not for the help of volunteers. As a result, we want to make sure that their time spent in the school is productive and enjoyable.

The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must take into account the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted and that they are safeguarded from harm.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers.

**Status of volunteers**

A volunteer will not be an employee of Wibsey Primary School. He or she will not be engaged on a contract of employment nor on any type of contract for services. The engagement is binding in honour only, there being no legal agreement between the organisation and the volunteer.

Volunteers are unpaid. Wibsey Primary School is under no obligation to offer or to continue to offer any volunteering opportunity to any person, irrespective of their carrying out volunteering work currently or in the past. Similarly, the volunteer is under no obligation to accept any opportunity offered, and may withdraw from the agreement at any time.

Before accepting the role of volunteer, the individual concerned will agree with Wibsey Primary School that they can fulfil the volunteer role expectations. Wibsey Primary School may withdraw the offer at any time, including after the volunteer has started their voluntary work. The volunteer may also withdraw from the agreement at any time.

**Legal Framework**

This policy has due regard to statutory legislation, including, but not limited to, the following:

* The Children Act 1989
* The Children Act 2004
* The Education Act 2002
* The Childcare (Disqualification) Regulations 2009
* The Childcare Act 2006
* Protection of Freedoms Act 2012
* The Data Protection Act 1998

This policy has due regard to statutory guidance, including, but not limited to, the following:

# DfE ‘Keeping children safe in education’ 2016

* DfE ‘Disqualification under the Childcare Act 2006’ 2016

**School Policies**

All volunteers will be required to make themselves familiar with school procedures, including the following:

* Volunteer Policy 2017
* Child Protection Policy 2016
* Complaints and Grievance Policy 2016
* Complaints Policy 2016
* Data Protection Policy 2016
* Equality Policy 2016
* Health and Safety 2017
* Positive Behaviour Policy 2016
* Safeguarding Policy 2016
* Social Networking Policy 2013
* Whistle-blowing Policy 2015

**Regulated Activity**

For the purpose of this policy, a volunteer will be engaging in “regulated activity” if they work unsupervised when teaching or looking after children regularly, or provide pastoral care on a one-off basis.

**Safeguarding children and child protection**

* Volunteers will be provided with safeguarding information upon induction.
* Depending on the level of interaction with a pupil and the length of time volunteering, it may be necessary to obtain a Disclosure and Barring Service (DBS) certificate.
* The school is required to obtain an enhanced DBS certificate if:
* The volunteer carries out activities which gives opportunity for any unsupervised contact with pupils.
* The volunteer is volunteering for an extended period of time which is deemed as longer than two weeks or on a regular ongoing basis eg an afternoon a week.
* The school is not required to obtain an enhanced DBS certificate if:
* The volunteer carries out activities which require supervisedcontact with pupils.
* The volunteer is under 18 years old and is coming on voluntary / work experience from a school setting. In such instances a reference from the school is required.
* The school will obtain an enhanced DBS certificate, including barred list information, for any volunteer who is new to working in regulated activity.
* The school will not obtain barred list information for any volunteer who does not engage in regulated activity. The DBS cannot provide barred list information on any person, including volunteers, who are not in, or seeking to enter into, regulated activity.
* The school may decide to conduct a repeat DBS check on any volunteer of whom they hold concerns about.
* All staff, visitors and volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:
* Sign in and out of the building at the office/reception
* Visitor’s badge worn at all times
* The Deputy Head Teacher is aware of where the volunteer is working
* Wibsey Primary School is committed to the rights of the child, the child’s safety and emotional wellbeing and the protection of the child from all forms of abuse. In view of this the school reserves the right to refuse voluntary help and to terminate or vary a placement at any time without prior notice.

**Disqualification under the Childcare Act**

Any individual who is classified as being disqualified under the Childcare (Disqualification) Regulations 2009 and section 25 of the Childcare Act 2006, is unable to provide any means of childcare. Any volunteer who works with children on a regular basis, whether supervised or not, is covered by these regulations and may be disqualified.

An individual will be classed as disqualified if:

* They have been reported on the DBS Children’s Barred List.
* They have been noted as committing certain violent and sexual offences against children and adults.
* They live in the same household as another person who is disqualified from childcare provision.
* They have been refused any provision relating to childcare, or have been prohibited from private fostering.
* Have received certain orders in relation to the care of children.

The school will not engage any volunteer who is classified as being disqualified under the above regulations.

When gathering information to make decisions, the school will ensure that they act proportionately in order to minimise any intrusion into an individual’s private life.

**Recruitment and Selection**

The volunteer applicant must complete a simple application form (see Appendix 2). On receipt of this a decision will be made about the recruitment of the volunteer taking into account their experience, qualities and skills, and the needs of the school. There is no guarantee that a volunteer will be found an immediate placement or any placement at all.

The placement should be mutually beneficial to both Wibsey Primary School and the volunteer. An induction meeting will take place with a view to agreeing a placement in order that the school and volunteer will have the opportunity to find out about each other and to agree a role, timetable, support, dress code etc. The member of staff conducting the meeting will outline relevant policies at the interview.

Arrangements will be made, where required, for the Disclosure and Barring Scheme (DBS) application to be made, obtainable from the School Business Manager.

The volunteer will complete a contacts form in case of an emergency and a volunteer agreement form (appendix 1).

Any placement of a volunteer shall be of a fixed term and shall be reviewed at the end of that period. Any placement may however be terminated by the school at any time without notice if the Head deems this to be in the best interest of the Wibsey Primary School, pupils or staff. Such termination need not involve any fault, shortcoming or wrong doing attributable to the volunteer.

**Supervision**

Wibsey Primary School will ensure that volunteers are given suitable induction training at the beginning of their placement. The volunteer's role, including status with pupils, will be made clear. Volunteers will be given guidelines regarding child protection issues/procedures, especially pupils disclosing possible abuse. They will be required to acknowledge their understanding of school policies.

The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and, particularly, in the event of any problems occurring.

Regular supervision of the volunteer will be provided as appropriate to the task undertaken, the needs of the volunteer, the ages, numbers and vulnerability of the pupils they are working with.

Wibsey Primary School values the work of volunteers and in order to demonstrate this we aim to:

* Show appreciation for the volunteer's work.
* Ensure volunteers have the appropriate and up-to-date information they need to do their work.
* Ensure that they are introduced to staff and other volunteers and have access to support.
* Ensure that they are issued with volunteer guidelines.

Wibsey Primary School wants to ensure that activities are planned properly and safely, and that volunteers are informed of these plans. Volunteers have access to the Phase Leader and / or Deputy Head Teacher, should they wish to discuss difficulties or report on issues that may arise. The volunteer agrees to carry out all reasonable tasks assigned to him / her to the best of their ability and to promote the interests of the school.

**Health and Safety**

All volunteers will be required to read the Health and Safety Policy, prior to them undertaking any activity within school.

All volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety aspects relating to the activity they will be undertaking.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

**Confidentiality**

Volunteers will be told that information relating to pupils, parents and staff is confidential and volunteers must maintain confidentiality at all times. They will be reminded that the sharing of dat is protected under the Data Protection Act 1998 and will be required to read the school’s Data Protection Policy 2016.

Volunteers are not permitted to discuss any confidential information regarding a pupil or member of staff, with any other individual at the school, and any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity. There may however be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm. In such instances volunteers will report any concerns to a member of staff and are instructed not to notify parents or carers.

Information about volunteers is also a matter of confidentiality and application forms and personal details must be kept securely and not divulged to others except on a need-to-know basis.

**Internet Use**

All volunteers will be required to behave in an ethical and respectful manner with regards to internet use, and will be expected to follow the processes outlined in the Social Networking Policy 2013. Volunteers are not permitted to make contact with pupils via social media or email, or arrange to meet pupils outside of school.

Volunteers will not have access to the school network.

**Equal Opportunities**

Wibsey Primary School has a duty to promote equal opportunities and as a part of our actions to do this we encourage all volunteers regardless of their race, colour, ethnicity, age, gender, religious beliefs, disability or sexual orientation.

# **Policy review**

This policy is reviewed every two years by the Governing Body.

|  |  |  |
| --- | --- | --- |
| Agreed by Governors  Date: | Full Governors |  |
| Finance and General Purposes |  |
| Teaching and Learning |  |
| Chair of Committee | Lisa Knowles |  |
| Adopted by Governors |  |  |
| Review |  |  |

Appendix 1: Volunteer Application Form

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**Wibsey Primary School**

**Volunteer Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date of birth:** |  |
| **Postcode:** |  | **Telephone:** |  |
| **Address:** |  | | |

|  |
| --- |
| **In the box below, please give details of why you wish to volunteer and the activities you want to undertake:** |
|  |

|  |  |
| --- | --- |
| **Is your application in connection to an educational course? (please circle)** | **Yes/No** |

|  |  |  |  |
| --- | --- | --- | --- |
| **If you answered ‘yes’ to the above, please fill out the table below:** | | | |
| **Name of educational school/college/university:** |  | **Postcode:** |  |
| **Address:** |  | | |
| **Course details:** |  | | |
| **Qualification:** |  | **Length of course:** |  |
| **Link tutor:** |  | **Telephone:** |  |

|  |  |  |
| --- | --- | --- |
| **Please fill out the below, providing accurate details of when and how long you are available for:** | | |
| **I wish to work on the following school days (please tick):**   * **Monday** * **Tuesday** * **Wednesday** * **Thursday** * **Friday** | | **I wish to work (please tick):**   * **A full day (8:55am – 3:35pm)** * **Mornings (8:55am – 12:15pm)** * **Afternoons (1:10pm – 3:30pm)** |
| **Please list any other requirements in terms of availability (e.g. specific times):** | | |
| **If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies:** | | |
| **Signature of volunteer:** |  | |
| **Date:** |  | |

Please return to school via either the main office or via email to [office@wibsey.bradfod.sch.uk](mailto:office@wibsey.bradfod.sch.uk)

Appendix 2: Volunteer Agreement Form

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**Wibsey Primary School**

**Volunteer Agreement Form**

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| --- | --- |
| Name: |  |
| Name of staff member to whom you will report: |  |
| Number of times that you will volunteer in the school: |  |
| Between the following dates: |  |

|  |  |
| --- | --- |
| **Please tick the appropriate box once you have read and understood the following documents:** | |
| Child Protection Policy |  |
| Data Protection Policy |  |
| Safeguarding Policy |  |
| Health and Safety Policy |  |
| Equality Policy |  |
| Dress Code Policy |  |
| Health and Safety Policy |  |
| Positive Behaviour Policy |  |
| Social Networking Policy |  |
| Whistle Blowing Policy |  |

|  |  |  |  |
| --- | --- | --- | --- |
| I understand I am a volunteer and will therefore not receive payment for my duties, including travel: | | | |
| Signature of volunteer: |  | Date: |  |
| Signature of supervisor: |  | Date: |  |